

Mansfield Superintendent Search - 2015

Overview of Search Process Timeline

- Search Committee will . . .**
- Determine approach for conducting search
 - Solicit proposals from search firms and hire firm

- Search Committee will . . .**
- Attend search committee orientation
 - Approve search timeline of activities
 - Approve recruitment brochure
 - Authorize position posting
 - Approve first press release
 - Approve superintendent search communication plan for website
 - Approve data collection plans

- Search Committee will . . .**
- Authorize search consultant to release results of data collection in ***Superintendent Leadership Profile Report***
 - Review applicant pool after position posting expires
 - Select applicants to invite for an interview

- Search Committee will . . .**
- Conduct the first-round and the second -round interviews
 - Assess status after second-round interviews; determine next steps in the search process
 - Implement next steps in the search process and complete the search
 - Select a finalist, offer contract, and appoint superintendent

- Search Committee will . . .**
- Welcome new superintendent to school community
 - Implement entry plan for transition of superintendent

March

Early-April

**Mid-April
Early-May**

**Mid-May
Early-June**

**Late-June
July**

C.E.S. Search Consultant will . . .

- Facilitate search committee orientation
- Recommend a search timeline of search activities
- Facilitate posting of position for superintendent
- Prepare draft of first press release announcing commencement of superintendent search
- Facilitate implementation of communications plan for superintendent search information on website
- Facilitate scheduling of focus group meetings and online survey to collect community input regarding leadership attributes and personal qualities desired in new superintendent
- Administer online survey to collect data from stakeholders in community

C.E.S. Search Consultant will . . .

- Conduct focus groups to collect data
- Compile, organize, and interpret data; write ***Superintendent Leadership Profile Report*** for committee review
- Publish ***Superintendent Leadership Profile Report*** on district website
- Complete processing of applicants for Search Committee review
- Present applicant pool to committee for review of applicant and selection for interviewing
- Assist Search Committee with planning for interviews

C.E.S. Search Consultant will . . .

- Facilitate first-round and second-round interviews
- Assist Search Committee with planning for search activities after interviews
- Assist with contract development, as needed
- Facilitate development of transition plan for the new superintendent

C.E.S. Search Consultant will . . .

- Monitor transition plan with BOE
- Facilitate entry of new superintendent to community
- Conduct roles and responsibilities workshop